**PREVENTATIVE MAINTENANCE MICRO-GRANTS 2016-2017**

GUIDANCE NOTE & APPLICATION FORM

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Guidance Notes

The National Churches Trust

The National Churches Trust is the national charity dedicated to supporting and promoting places of worship of historic, architectural and community value used by Christian denominations throughout the UK through advice, support and funding.

The National Churches Trust aims:

* To help **maintain** the UK's heritage of church buildings and to **enhance** their ability to serve local communities
* To **promote** the benefit to communities of church buildings and to **inspire** everyone to value and enjoy them

The Preventative Maintenance Micro-Grant Pilot – what it is

The National Churches Trust has this year received £90,100 from the Heritage Lottery Fund (HLF) to support a Yorkshire Maintenance Project, a pilot project which aims to keep churches and chapels in Yorkshire in good condition and to prevent the need for expensive repairs.

The project will include ‘Maintenance Booker’ a new website allowing churches to book gutter clearances – with which this grant scheme is linked (with the support of The Pilgrim Trust).

The **Preventative Maintenance Micro-Grant** programme is a pilot project, with a limited pot of funding to support up to 200 churches. It will support cleaning of gutters in order to help extend the life of buildings, systems, structures, and to promote positive culture change in churches where dioceses have demonstrated a commitment to maintenance planning. **Grants are available to cover a maximum of 50% of the maintenance contract cost (excluding VAT).**

Eligibility

The National Churches Trust accepts applications from listed and unlisted, chapels and meeting houses of any age, as long as they are open for regular public worship and are located within Yorkshire. In the case of buildings that have been closed to the public, there must be plans to reopen the building for public worship and a congregation waiting to use the building. Applicants must be the owners or have the right to carry out the work. We will not consider applications from buildings that have been converted into places of worship, e.g. shops, offices or houses.

We do not currently offer grants to chapels within hospitals, hospices, schools or prisons or other such institutions.

To be ELIGIBLE to apply, you must be able to answer YES to the following:

|  |  |  |
| --- | --- | --- |
| Eligibility Question | Yes | No |
| Is your building a Christian place of worship (but not a Cathedral) in Yorkshire? And do you own the building or have the right to carry out the work?                |  |  |
| Was your building originally built as a place of worship and is it open for regular public worship? Please note we do not fund new build or stand-alone structures. |  |  |

Assessment Criteria and Priorities

Priority will be given to applications that demonstrate the need for the works through a recent (completed within the last 2 years) Quinquennial Inspection Report (QIR), condition survey or architect’s letter, as an urgent repair needed within the next two years.

We will prioritise churches with small congregations or in disadvantaged areas, and those that do not currently operate a gutter clearance scheme. We are keen to see evidence of a commitment to future gutter maintenance.

The assessors will consider the following:

* Current condition of the gutters,
* If there is a financial case for support i.e. whether you can afford the service without our grant,
* Other factors that impact on your need for support e.g. access restrictions, age of volunteers, small congregation,
* How you will maintain your gutters in the future.

We will also invite feedback from Diocesan Advisory Committees (DACs) and / or Archdeacons (or equivalent in other denominations) to confirm that the applicant church has identifiable need for the funding.

Application Process

Please complete the form below, answering every question as best you can, **within this word document,** and return it to us **by email** with the **supporting documents** to **grants@nationalchurchestrust.org**

You will need to attach:

* Latest set of signed audited or independently examined annual accounts,
* A copy of a pay-in slip or recent bank statement for the Place of Worship’s bank account showing bank account name, number and sort code (so we can make payment on receipt of an invoice),
* A recent general exterior view of the building (high resolution jpeg if possible),
* Any other images that will support the application for example showing existing rainwater goods and issues with them (high resolution jpeg if possible),
* A copy of the building maintenance plan if available,
* For places of worship outside of England, a copy of the at risk register entry if applicable,
* Extract from most recent QIR, architect’s letter or survey report summary to demonstrate your need.

Applications can be made at any time (subject to funding availability) and will be considered on a rolling programme. We aim to notify you of our decision within 4 weeks of applying.

Applications must be made **before** workis booked or carried out.

The Assessment Process, Grant Offers and Conditions

1. Once a completed application is received our Grants and Development Officer will assess the application.
2. The application will be scored against criteria assessing need.
3. In some cases you may be contacted for additional information.
4. A final decision will be made by the Grants Manager and Director of Church Support.
5. Applicants will be notified of the outcome within 4 weeks of applying.
6. If your application is successful you will receive an offer of a grant which will be valid for 6 months.
7. The grant will be paid directly to your church bank account once your church building has received its gutter clearance service and we have received a copy of your final invoice from the maintenance contractor. We will ask you to provide your place of Worship’s bank details to enable us to make the grant payment. The gutter clearance service must have been carried out using one of our agreed maintenance contractors and booked via our online website ‘MaintenanceBooker’.
8. Please note we may request reports from you following on from the grant in order to evaluate the success of the scheme.

After payment has been made

The contact details you have supplied with your application form will be used to keep you informed about the progress of your application. If you are successful in being awarded a grant, we may publicise the award and may ask you to supply quotes and photographs to demonstrate the impact that the grant has had.

We may from time to time contact you to help us assess the impact of our grants. This is helpful to us in terms of improving the support we can offer and can help us to attract new funding which in turn helps us to help more churches and communities. We appreciate your support and participation in advance.

You can stay in touch by signing up to receive our monthly e-newsletter via our website here: [www.nationalchurchestrust.org/news/sign-our-e-newsletter](http://www.nationalchurchestrust.org/news/sign-our-e-newsletter). You can also opt to be included in our mailing list (Qu. 3b). Your information will be kept private and secure, we do not sell or share our information. If you wish to opt out of future contact, you can do so at any point by simply letting us know via post, e mail or phone.

The National Churches Trust, the UK’s church repair and support charity, relies on voluntary donations, as well as the help of our Friends and a number of trusts and foundations, to support our work. Our grants programme depends on the income we receive and consequently our grants budget each year varies. If you are able to help us to continue to support places of worship please [join us as a Friend](http://www.nationalchurchestrust.org/support-our-work/become-friend), [make a donation](http://www.nationalchurchestrust.org/support-our-work/donate) to the Trust or [consider us in your will](http://www.nationalchurchestrust.org/support-our-work/support-our-work/legacy-giving). Any donation you make will help places of worship across the UK.

Thank you for your interest in the National Churches Trust. More details about our work and how we can help you can be found on our website [www.nationalchurchestrust.org](http://www.nationalchurchestrust.org).

*If you have any further questions regarding the grant programme, please contact us:* *grants@nationalchurchestrust.org* *or Nigel Mills (Grants and Development Officer) on
077 0281 2406.*

Application Form

Please fill in the form below, **within this document** and **email** the completed version to **grants@nationalchurchestrust.org**attaching the **supporting documents** outlined at the end of the form. Grey text indicates prompts and can be over-written. ‘Choose an item’ indicates a drop-down box for you to select.

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| --- | --- | --- |
|  | CHURCH DETAILS  |  |
| 1a. | Location and official name or dedication of your place of worship | E.g. FARNHAM, St Mary or MORECAMBE, Central Methodist Church. |
|  | Address of your place of worship including postcode

|  |  |
| --- | --- |
|  |  |

 | *Address 1:* *Address 2:**Address 3:**Town:**County:**Postcode: [If your place of worship does not have a postcode, give the postcode of the nearest building]* |
| 1b. | Website address |  |
| 1c. | Select your denomination | Choose an item. |
| 1d. | Name of diocese, if applicable |  |
| 1e. | Select the region your place of worship is located in | Choose an item. |
| 1f. | Charity registration or reference number, if applicable |  |
| 1g. | Select the listing designation of your place of worship i.e Grade I | Choose an item. |
| 1h. | Is your place of worship in a rural, urban, or suburban area? Select from the list | Choose an item. |
| 1i. | Briefly describe your church – include usual opening hours outside of service times, usual Sunday attendance, number of services a week, size of the local area that you serve etc. [Max. 50 words] |  |
| 1j. | Give a brief historic and architectural description about the building including any important features, and whether it is within a conservation area [Max. 50 words]  |  |
|  |  |  |
|  | **EXISTING MAINTENANCE AND NEED** |  |
| 2a. | Does your place of worship feature on a Heritage or Buildings at Risk Register, or has it been advised for inclusion at the next revision?  | Choose an item. |
| 2b. | Do you have a buildings maintenance plan in place? | Choose an item. |
| 2c. | Do you have a current gutter clearance contract in place? | Choose an item. |
|  | If not, why not, and how do you currently clear the gutters? [Max. 50 words] |  |
| 2d. | Outline why you need NCT funding, and why now? Include whether gutter maintenance has been identified as a priority in your most recent Quinquennial Inspection Report (or equivalent)? [Max. 200 words] | *Urgency of the works as demonstrated in recent QIR or other report. Average annual income and expenditure and annual maintenance spend. If you have unrestricted funds after running costs in your accounts please explain why these cannot be used. You could also include details about volunteers, repair and improvement works carried out in last 5 years and those planned for the next 5 years, access issues etc.*  |
| 2e. | How will you pay for the 50% match funds? E.g. from fabric fund, fundraising or other [Max. 50 words] |  |
| 2f. | How will the funded works to your place of worship be maintained going forward? [Max. 50 words] |  |
|  |  |  |
|  | **CONTACT DETAILS** |  |
| 3a. | Full title and name of the main contact for the application | *Please enter title, first name and surname* |
|  | Contact's role or job title at place of worship | For example: churchwarden, Trustee, incumbent, fundraiser, Treasurer etc. |
|  | Contact postal address | *Address 1:* *Address 2:**Address 3:**Town:**County:**Postcode:*  |
|  | Contact email address | We will use this to contact you with any questions over your application. |
|  | Contact telephone number |  |
| 3b. | Would you like to be added to our mailing list for us to contact you via post and/or email around four times per year? | Choose an item. |
| 3c. | Would you be interested in taking part in preventative building maintenance training if available in the future? | Choose an item. |

Please make sure you attach the following supporting documents:

* Latest set of signed audited or independently examined annual accounts,
* A copy of a pay-in slip or recent bank statement for the Place of Worship’s bank account showing bank account name, number and sort code (so we can make payment on receipt of an invoice),
* A recent general exterior view of the building (high resolution jpeg if possible),
* Any other images that will support the application for example showing existing rainwater goods and issues with them (high resolution jpeg if possible),
* A copy of the building maintenance plan (if available) – for guidance see [www.nationalchurchestrust.org/maintenance](http://www.nationalchurchestrust.org/maintenance),
* For places of worship outside of England, a copy of the at risk register entry if applicable,

Patron: Her Majesty The Queen

UK Registered Charity No: 1119845
Company Registered in England, Registration No: 6265201

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* QIR extract, architect’s letter or survey report summary to demonstrate your need.